

4th Month Interview

Name _____ Date _____

Remember: *The big secret in life is that there is no big secret. Whatever your goal, you can get there if you're willing to work.*

- Oprah Winfrey

Let's talk...

SO HOW'S IT GOING?

- Which of the job keeping skills we talked about at our last meeting have you used?
 - What new skills are you learning at work?
 - Tell me about a problem you've had at work?
 - o What did you do?
 - o How did that work for you?
 - o What did you learn from the experience?
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Let's continue our discussion from our last meeting about...

WHAT YOU NEED TO SUCCEED

- What ideas do you have about how to get ahead on this job?
- What are you good at?
- What strengths can you offer an employer?
- Are there opportunities at your job site to get promoted?
- Can you volunteer for cross-training to increase your value at work?
- Have you checked-in with your boss and updated him about how much you have learned?
- Have you done an update in writing for your boss about your progress?
- When and how should you approach your boss about getting a raise?

Next steps: *Which success strategies will you use for the next two months?*

COMMUNITY RESOURCES RECOMMENDED

- | | | |
|--|--|--|
| <input type="checkbox"/> Food Bank | <input type="checkbox"/> Community Health Care | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Go2WorkSource | <input type="checkbox"/> KeyTrain | <input type="checkbox"/> Other Training |

Let us know:

- If you are no longer working 30 hours per week. We can help.
- If you move out of Washington State.
- If your address changes.

CSP Specialist Contact Information:

Name: _____

Phone: _____

Email: _____

Reminder of scheduled Career Services payments and bonuses possible for full participation

Month _____ (Month 4)		Month _____ (Month 5)		Month _____ (Month 6)	
Payment	Bonus	Payment		Payment	Bonus
\$50	\$100	\$50		\$50	\$100

*For our next meeting be thinking about career planning and training...***TRAINING PAYS**

- How do you see yourself getting the training you need to get a better job or a promotion?
- Have you used any on-line assessments such as KeyTrain, or WorkForce Explorer to help you identify your strengths?
- What are some of the ways you can increase your knowledge and skills?
- What kind of help do you need to reach your goals?
- Have you thought about your next job?

Is there anything else you want to discuss or have help with?